Training and Technical Assistance Center

Office for Victims of Crime

OVC

Advocating for the Fair
Treatment of Crime Victims

Training and Technical Assistance Center (TTAC)

The mission of OVC's Training and Technical Assistance Center (TTAC) is to make available comprehensive, quality technical assistance and training resources to victim service providers and allied professionals to increase our nation's capacity to provide skilled, capable, victim-sensitive assistance to crime victims.

Overview

The purpose of the Training and Technical Assistance Center (formerly the Trainer's Bureau) is to serve as a centralized access point for information about OVC's training and technical assistance resources to Federal, State, Tribal, and local agencies and special emphasis organizations involved in providing services to crime victims. This initiative is designed to assist agencies in addressing both administrative and programmatic issues. OVC's vision for technical assistance and training will focus TTAC's activities in four main areas:

Technical Assistance — expert, focused support and mentoring in areas such as program development, management, evaluation, and policy and procedure development that will facilitate long-term, systemic change to improve services to crime victims.

Training — ensure materials developed by discretionary grantees in partnership with OVC's are continuously available to the victim service field and establish an annual training calendar.

Speaker's Bureau — supply speakers for conferences, focus groups, and other meetings.

Consultant Pool — maintain a pool of experts capable of providing effective on site technical assistance to address significant operational problems and needs; skilled trainers to conduct training curricula developed under OVC's discretionary grant program; and speakers to conduct workshops at conferences and meetings.

OVC's Community Crisis Response and Mentoring Programs are also supported by TTAC. For more information about these programs contact TTAC.

Contact Information

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
Rockville, MD 20850

Telephone: 800–627–6872
Fax: 301–519–5533
E-mail: TTAC@ovcttac.org
OVC Web Site: http://www.ojp.usdoj.gov/ovc/

Technical Assistance

The Training and Technical Assistance Center (TTAC) provides expert, focused support and mentoring in areas such as needs assessments, program development, management, evaluation, and policy and procedure development that will facilitate long-term, systemic change to improve services to crime victims.

Eligible Applicants
- Public agencies and private nonprofit organizations.
- Victim service, criminal justice, and allied professionals (i.e., mental health, medical, clergy, etc.).

Available Assistance/Match Requirements
- Assistance — Available assistance includes the provision of an on site trainer (may include travel, lodging, meals, and consultant fee); assistance is in-kind.
- Match — Reproduction of materials.

Application Deadline/Process
- Deadline — Open.
- Process — Complete a TTAC Request (see TTAC Application Information) and submit it to TTAC. Upon receipt, a confirmation that your TTAC Request was received will be mailed to you. The Request will be reviewed, and you will be informed of an award determination within 4 weeks unless otherwise notified.

Selection Criteria
- Clarity of the request, including the description of the problem.
- Potential impact of the assistance (i.e., systemic change, policy/procedure development, etc.).
- Commitment of resources from other sources to support the technical assistance request.
- Need for Federal support to provide the assistance.
- Special consideration will be given to requests where the assistance will have statewide or regional impact, or build interagency or multidisciplinary capacity to deliver services.

Technical Assistance Examples
The following are examples of technical assistance requests. (These are only examples and should not be considered limitations as to the types of requests that may be submitted for consideration.)

1. Assistance in developing program standards for direct service delivery.

2. Assistance in developing a strategy for implementation of model operations or promising practices (multidisciplinary response teams, notifications systems, etc.)

3. Assistance in improving system response by use of technology.

4. Assistance in developing and/or improving data collection and monitoring systems for compliance with VOCA requirements.

5. Assistance to national and statewide victim assistance organizations to develop plans for assessing operation structure, strategies for board development, networking and outreach to expand capacity of addressing needs and rights of crime victims.

6. Assistance with design of local, State, or regional technical assistance for addressing skill development and/or new policy and program implementation.

7. Assistance with implementing recently passed Federal or State legislation, policy, or procedures that address an improved response to or expanded service for crime victims.

8. Assistance in developing tribal codes and procedures that address child abuse, protection, and other crime victim issues.

9. Assistance to conduct a needs assessment to determine agency, local, Tribal, State, or Federal technical assistance requirements and develop an action plan to address identified technical assistance needs.

10. Assistance in developing effective local, Tribal, State, or Federal partnerships for providing services to victims of Federal crime.

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Training

The Training and Technical Assistance Center (TTAC) schedules training curricula developed through OVC's discretionary grant program. TTAC maintains an annual training calendar which reflects training offerings and dates.

Eligible Applicants
P   Public agencies and private nonprofit organizations.
P   Victim service, criminal justice, and allied professionals (i.e., mental health, medical, clergy, etc.).

Available Assistance/Match Requirement
P   Assistance — Available assistance includes the provision of an on site trainer (may include travel, lodging, meals, and consultant fee); assistance is in-kind.
P   Match — Purchase or reproduction of materials, if applicable.

Application Deadline/Process
P   Deadline — Open.
P   Process — Complete a TTAC Request (see TTAC Application Information) and submit it to TTAC. Upon receipt, a confirmation will be mailed to you. The Request will be reviewed, and you will be informed of an award determination within 4 weeks unless otherwise notified.

Selection Criteria
P   Clarity of the request, including the description of the problem.
P   Potential impact of the assistance (i.e., systemic change, advocates trained, etc.).
P   Commitment of resources from other sources to support the training request.
P   Need for Federal support to provide the assistance.
P   Special consideration will be given to requests where the assistance will have statewide or regional impact or build interagency or multidisciplinary capacity to deliver services.

Training Examples

The following are examples of available training curricula. For more information about each of these curricula, please contact TTAC or visit OVC's Web site at http://www.ojp.usdoj.gov/ovc/.

Training Topic	Audience
Community Crisis Response	Victim service, public safety, mental health, social services personnel and community leaders
Crime Victims and Corrections	Correctional personnel/victim advocates
Program to Improve the Treatment of Victims of Hate Crimes	Federal, State, and local law enforcement and victim assistance officials including district attorneys, corrections personnel, and antihate crime advocacy groups
Victim Impact Classes	Correctional and victim services personnel
HIV/AIDS and Victim Services	Victim advocates and allied professionals
Working With Grieving Children	Personnel working with children
Death Notification	Medical, clergy, law enforcement, funeral industry and victim assistance personnel
Cross-Cultural Skills Development	Federal criminal justice personnel in Indian communities
Cultural Considerations in Assisting Crime Victims	Law enforcement officers, attorneys, and victim advocates
Family Violence: Intervention Model for Dental Professionals	Dental professionals

Training Topic	Audience
Immigration and Cultural Considerations in Assisting Victims of Sexual Assault and Domestic Violence	Immigration, family law, and domestic violence lawyers, as well as law enforcement, justice system personnel, domestic violence and sexual assault advocates, and lawyers in general practice.
Juvenile Court Response to Victims of Juvenile Crime	Juvenile court personnel and victim advocates
Violence Intervention Program	Domestic violence program personnel
Victim Assistance in Community Corrections — Train-the-Trainers	Probation and parole professionals, community corrections personnel
Responding to Workplace Violence and Staff Victimization in Correctional Agencies — Train-the-Trainers	Correctional personnel
Traumatic Grief: The Synergism of Grief and Trauma	Victim service providers
Victim Empowerment: Bridging the System — Mental Health and Victim Service Providers	Mental health and victim service personnel
Victim Empowerment Through Mediation and Dialogue	Victim service providers
Violence Impact Forum	Professionals working with under served elementary and middle school students who have experienced the trauma of violence firsthand

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Speakers Bureau

The Training and Technical Assistance Center (TTAC) will supply speakers for conferences, focus groups, and other meetings.

Eligible Applicants
P   Public agencies and private nonprofit organization.
P   Victim service, criminal justice, and allied professionals (i.e., mental health, medical, clergy, etc.)

Available Assistance/Match Requirements
P   Assistance — Available assistance includes the provision of an on site trainer (may include travel, lodging, meals, and consultant fee); assistance is in-kind.
P   Match — Reproduction of materials.

Application Deadline/Process
P   Deadline — Open.
P   Process — Complete TTAC Request (see TTAC Application Information) and submit it to TTAC. Upon receipt, a confirmation will be mailed to you. The Request will be reviewed, and you will be informed of an award determination within 4 weeks unless otherwise notified.

Selection Criteria
P   Clarity of the request, including the description of the problem.
P   Focus of request is on public awareness and education about crime victim issues.
P   Potential impact of the assistance.
P   Commitment of resources from other sources to support the Speakers Bureau request.

Topic Examples

The Speakers Bureau offers expertise on a wide range of general and specific victim-related topics. Some examples of general topics include the following:

P Trauma of Victimization.
P Crisis Response Team Training.
P Advocacy for Victims in the Criminal Justice System.
P Legal Rights of Victims.
P Crime Victim Compensation Programs.
P Program Standards for Victim Services.
P Stress Management for Care Givers.

Additional subjects are categorized under the following topic areas:

P Criminal Justice System.
P Domestic Violence.
P Sexual Assault Abuse.
P Allied Professionals Dealing With Crime Victims.
P Distinct/Under Served Victim Populations (e.g., Elderly Abuse Victims, Bias Crime Victims, Workplace Violence, Victims of Juvenile Offenders, Campus Crimes, Native American Crime Victims, and others).
P Multidisciplinary Approaches to Service Delivery.

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Consultant Pool

The Training and Technical Assistance Center (TTAC) will establish and maintain a pool of experts capable of providing effective on site technical assistance to address significant operational problems and needs; skilled trainers to conduct training curricula developed under OVC's discretionary grant program; and speakers to conduct workshops at conferences and meetings.

If you are interested in joining the TTAC consultant pool, please complete the enclosed *Consultant Enrollment Package* and return it to the address listed below.

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TTAC Application Information

Application Process

Process — Complete a TTAC Request as described below in the TTAC Request Requirements section and submit it to TTAC. Upon receipt, a confirmation that your submission was received will be mailed to you. The application will be reviewed, and you will be informed of an award determination within 4 weeks unless otherwise notified.

Administrative Requirements

To be considered for funding, submissions/applications must have the following:

P   A completed cover page *(see attached)*.
P   A TTAC Request narrative not to exceed six pages plus cover page. *(It is not necessary to submit a full six pages if the Request can be sufficiently addressed in fewer pages.)*
P   Submission on 8½- by 11-inch paper, single or double-spaced, single-sided, in standard 10-, 11-, or 12- point fonts.

Submission

Mail applications to the following address:

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
Rockville, MD 20850

Please feel free to contact TTAC staff with any questions about the application process. TTAC staff can be reached as follows:

Telephone: 800–627–6872
E-mail: TTAC@ovcttac.org

TTAC Request Requirements

Each TTAC Request must address only one assistance area—technical assistance, training, or Speakers Bureau. *(Please review the descriptions of each assistance area provided with this application kit before completing your request.)* **To be eligible for consideration, each request must answer the following questions in the same order as presented in the chart on the next page.** List each question by number, followed by your answers. Requests that do not follow this format will be removed from the review process.

TTAC Request Requirements (continued)

Technical Assistance Application Questions

1. What is the problem or issue your agency faces? How have you determined that this is a problem or issue that needs to be addressed?
2. Can the problem or issue be addressed with existing resources? Explain.
3. What has your agency done to address this problem or issue?
4. What type of technical assistance (TA) will address the problem?
5. Please describe the audience for this TA (be sure to include job positions, disciplines, cultural issues, agencies).
6. What are your long-range plans and time table for implementing the outcomes (i.e., procedures, policies, skills, recommendations) of this TA?
7. What barriers or support exist that will affect implementation of your long-range plan?
8. What immediate results do you expect from the TA? In 6 months? In a year?
9. How do you plan to measure the success of the TA (quantitatively and qualitatively) in 6 months to a year?
10. In what time frame and where (city, county, State) would you like to receive the TA?
11. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?

12. Is there any additional information you would like to provide related to your request for TA?
13. Who has this request been coordinated with or supported by in your community?

Training Application Questions

1. Identify the training package you are interested in receiving.
2. What is the problem or issue your agency, organization, or community faces?
3. Why can the problem or issue not be addressed with existing resources?
4. What has your agency already done to address this problem or issue?
5. Describe the size of the audience and their background as it relates to this training.
6. What are your long-range plans for implementing the outcomes (i.e., procedures, policies, skills, recommendations) of this training?
7. What barriers or support exist that will affect implementation of your long-range plan?
8. What immediate results do you expect from the training ? In 6 months? In a year?
9. How do you plan to measure the success of the training (quantitatively and qualitatively) in 6 months to a year?
10. In what time frame and where (city, county, State) would you like to receive the training?
11. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?
12. Is there any additional information you would like to provide related to your request for training?
13. Who has this request been coordinated with or supported by in your community?

Speaker's Bureau Application Questions

1. Name of the meeting or event at which you would like a presenter/facilitator and the topic(s) to be addressed.
2. Identify the support that will be needed—presenting, facilitating, etc.
3. Dates, location (city, county, and State), time, and duration of event.
4. Describe the size of the audience and their background.
5. Describe the audience's level of knowledge on the topic(s) to be covered.
6. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?
7. Is there any additional information you would like to provide related to your request for Speaker Bureau support?
8. What are the expected outcomes of this event (i.e., follow on training, enhanced public awareness, etc.)?

Technical Assistance, Training, and Speakers Bureau TTAC Request

NOTE: All applicants must use this page as the cover of each submission of your TTAC Request.

Assistance Area:

❏   Technical Assistance   ❏   Training   ❏   Speakers Bureau

Name of Applying Agency: _____

Address of Applying Agency: _____

_____

_____

Contact Person: _____

Contact Telephone Number: _____

Contact Fax Number: _____

Contact E-Mail Address: _____

Is this the first TTAC Request you have submitted to OVC's TTAC? Yes   No

Was this Request submitted previously to OVC's TTAC?   Yes   No
     If so, when? _____

_____   _____   _____

Agency's Executive Officer's Name   Signature   Date

Mail or Fax to: Office for Victims of Crime
                      Training and Technical Assistance Center
                      2277 Research Boulevard
                      Rockville, MD 20850
                      Fax: 301–519–5533

TTAC

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
Rockville, Maryland 20850

May, 1999

To All TTAC Consultant Applicants:

The Office for Victims of Crime (OVC) and the OVC Training and Technical Assistance Center (TTAC) have been working over the past year to streamline procedures for receiving and processing training and technical assistance requests, for identifying and enrolling new consultants, and for obtaining consultant rate approvals through the Office of Justice Programs. The attached document defines the revised requirements for individuals seeking to become enrolled in the OVC TTAC Consultant Pool.

These requirements modify those that are specified in the original Consultant Enrollment Package. The sections and page numbers refer to the corresponding requirements in that enrollment package that are being modified.

If you have questions about these new requirements, please contact TTAC directly. Thank you for your interest in serving as an OVC TTAC consultant.

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
Mail Stop 7F
Rockville, MD 20850

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REQUIREMENTS FOR TTAC CONSULTANT APPROVAL

Updated May, 1999

In order for an individual to become enrolled as a TTAC Consultant, he/she must submit the following:

- Completed TTAC Consultant Enrollment Package,
- Current resume,
- Current biography (maximum one-half page);
- Names of three persons who are able to serve as professional references; and
- Rate verification documentation.

TTAC Consultant Enrollment Package:

This package provides information about specific areas of expertise and knowledge that is used to identify appropriate consultants for each request received by TTAC. Enrollment packages can be obtained directly from TTAC.

Current Resume:

The resume information provides the foundation on which consultant approvals are based and with which requesting organizations select a consultant that will best meet their organization's speaking, technical assistance, or training needs.

Biography:

TTAC uses these brief biographies to expedite information sharing with requesters, OVC contract staff, and others who appropriately have access to the information. We request that each applicant prepare his/her own biography to ensure that it focuses on those areas that each individual wishes to highlight.

Professional References: (revises section F, page 13)

In lieu of the originally required letters of recommendation, TTAC currently requests names of persons who have knowledge of recent consulting activities. Information about these professional references should include the individual's name, address, phone number, and the consulting activity about which they have knowledge (organization, nature of consulting, and date),

Rate Verification Documentation: (revises Section B-4, page 4)

OVC's standard consulting fee is $250.00 per day. Consultant who requests a fee that is higher than $250.00 must submit documentation that verifies that their current consulting rate is equal to or higher than that rate they are requesting. There are several documents that may serve to verify this rate:

1. A signed, fully executed contract or letter of agreement for consulting services that documents a rate equal to or higher than the requested rate; this agreement must contain the fee and the period of performance so an hourly or daily rate can be calculated;

2. A signed, executed invoice documenting payment at the requested hourly or daily rate, that is certified true and accurate (a sample certification statement is attached); or

3. A current wage statement (including the amount of payment and the defined period of time for that payment so an hourly or daily rate can be calculated).

Please note that only **one** type of rate documentation is required as long as it clearly documents an hourly or daily rate that is equal to, or greater than, the rate an applicant is requesting.

In addition to documentation of rate, each applicant is asked to sign a **"most favored rate" statement.** This statement verifies that the rate you are charging OVC is no higher than the rate you charge your most favored client. A model for this statement is attached.

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*Sample Certification Statement to be copied onto a
signed, executed, and paid invoice.*

Certification: I certify that this is a true copy of the invoice submitted and that
the payment requested has been received.

Name: _____   Date:_____

Signature: _____

Model for "most favored rate" statement (may be copied onto your letterhead).

WHEREAS, Aspen Systems Corporation (Aspen) and _____ (Consultant) have entered into an Agreement for the Provision of Professional services by Consultant to the Office of Victims of Crime under Aspen's contract number OJP-98-C-004, with the U.S. Department of Justice.

NOW THEREFORE, Consultant hereby certifies that the daily rate shown below represents the "most favored client rate" and that a lesser rate is not being charged any other client.

	$
Consultant Name	Daily Rate

EXECUTED as of the date below written.

Signature	Date